CHECKLIST FOR TEDS USERS

TEDS - Getting Started:

❑ Write down **Login** information.

❑ Update **Institution** Information.

❑ Update **Programs List** and added a section for each.

❑ Update **Staff** Information.

STI – TEDS Data Entry: *(To be completed each semester)*

❑ Select the correct **CIP Code** (Program) for each student.

❑ Enter the **Enrollment Date** for each student.

❑ Select the correct **Grade Level**.

❑ Correctly enter student **Attend Hours**.

❑ Identify students correctly as **Preparatory** or **Exploring**.
If Applicable:

❑ Identify students who belong to **Special Populations**.

❑ Identify **Tech Prep** Students.

❑ Select the appropriate **Work-Based Learning** experience.

❑ **Export/import** data from STI to TEDS.

❑ **Check** TEDS data and **print** reports for your files.

TEDS - Six-Month Follow-Up:

❑ Enter **Follow-Up** information in TEDS for completers for previous year.

❑ Print **Reports** for your files.

STI - Year-End: *(To be completed before June 15, 2006)*

❑ Identify students who received **Industry Certificates**.

❑ Identify students who earned **ONET Codes**.

❑ Identify students who received other **Credentials**.
(Career Major Certificate, Certificate of Achievement, HS Diploma, or Skill Standards Certificate)

❑ Select appropriate **Termination Status** for students not returning next year.

❑ **Export/import** data from STI to TEDS.

❑ **Check** TEDS data and **print** reports for your files.